



Procedures to Request Exception, New Policy or Revision to a Current Transportation Permit Policy

A. Request for Exception to Policy

Prior to submitting a request for exception, an applicant shall make every effort to resolve the policy conflict with the region permit offices. If the policy conflict cannot be resolved, a request for exception to an existing policy may be submitted to the local Transportation Permit Regional Offices or forwarded to Headquarters Transportation Permit Branch in Sacramento. The request must be in writing, signed and dated.

The following information shall be submitted with request for exception. All items must be included. Action will be delayed until such information is furnished.

1. A statement of the problem or need explaining the request along with supportive documents such as pictures, permit application, inspection reports, copies of current policies and applicable laws, etc.
 2. A statement indicating if the exception would present a safety or operational problem.
 3. A statement indicating if the proposed request would adversely affect State highway infrastructure, bridges, signs or structural sections.
 4. If applicable, a statement indicating inconsistencies between the policy in question and other related policies.
 5. A full explanation of potential consequences if the requested policy exception is not approved.
- If a request is submitted to the region offices, the region managers will overview the request and forward it with their comments to the Headquarters Transportation Permits Branch for further review and approval.
 - If a request for exception to policy is being appealed to Headquarters, the request shall include a statement explaining why the region managers have denied the request.

An approved exception shall not be perceived as the Department's approval of other similar cases in the future. Requests for similar exceptions shall be filed on a case by case basis in the same manner as described above.

B. Request for a New Policy or Revision to an Existing Policy

All requests for new policies or revision to an existing policy shall be submitted to the Transportation Permits Branch Headquarters in Sacramento for review. The request must be in writing, signed and dated.

The following items are required to process and consider the request. All items must be included. Action will be delayed until such information is furnished.

1. A full description of the request explaining the proposed new policy or change to the existing policy. All documents in support of the request shall be included with the request.
2. A statement indicating if the proposed policy change would present a safety or operational problem.
3. A statement indicating if the proposed request would adversely affect State highway infrastructure, bridges, signs, or structural sections.
4. A statement indicating that the proposal is in compliance with the laws and regulations in the State of California.
5. A full explanation of benefits to the State of California and the trucking industry.
6. A statement that the California Trucking Association and industry in general supports the proposed policy change.
7. A statement that the proposal has already been reviewed by the California Highway Patrol (CHP) and other agencies having jurisdiction on the proposed change.
8. A full explanation of potential consequences if the requested policy change is not approved.
9. If the change of policy requires reviewing testing data, full documentation and the source of information shall accompany the request.